



# The Alberta Fish & Game Association

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## Employment Opportunity Alberta Fish and Game Association Executive Director

Are you passionate about the outdoors? Do you want to help lead an organization which represents the anglers, hunters and conservationists of Alberta? If so, the Alberta Fish and Game Association (AFGA) may be the place for you!

The AFGA is seeking a person to fill the role of Executive Director. Working out of the Edmonton office, you will use your initiative and self-motivation to lead delivery of a wide variety of programs. You will supervise administrative and program staff to ensure the objectives of the organization are met. You will be responsible for the planning, administration and financing of the Association. You will maintain positive relationships with numerous stakeholders including government, other associations, agencies, the media, AFGA affiliate members and the public. You will be the primary point of contact for many of the stakeholders.

You will report to the elected Senior Executive, but will operate with a high degree of independence. Responsibilities include planning and execution of a 5 Year Business Plan. You will develop and maintain a membership retention and growth plan. You will actively seek out funding sources applicable to a charitable organization and ensure all related reports are submitted in accordance with legislated guidelines.

Other key responsibilities include program and leadership development and communication. You'll work to promote the mission statement and objectives of the AFGA. You will ensure positive messaging through printed and digital social media. Your knowledge of record keeping and office filing processes will ensure the organizational records are accurately maintained.

While primarily an office role, you will be expected to travel throughout the province from time to time for meetings and public functions. Normal office hours will be expected, with some evening and weekend work as required.

Applicants should have relevant education and experience which they can relate to the responsibilities of the position. The ideal candidate will possess significant management skills. You will have experience supervising staff and conducting performance reviews, staff succession planning, training, recruitment, and all aspects of performance management in compliance with labour laws. Your proven record of program development and delivery will enable you to achieve the targets set out by the Association and its members. Verbal and written communication skills are key. You will be comfortable speaking in public before large groups. Your welcoming and outgoing personality will enable you to work with and earn the respect of fraternal organizations and stakeholders. You will have a working knowledge of the Microsoft Office suite of products.

Experience in fundraising, particularly in a not-for-profit or charitable setting, will be an asset. A demonstrated passion for nature, including conservation, hunting, fishing and other outdoor activities is highly desirable. The successful applicant will be asked to provide employment and character references as well as a satisfactory Criminal Records check. You will be expected to provide your own transportation.

Salary is negotiable based on your level of experience and your suitability to the role. Please state your salary expectations in your application. The Alberta Fish and Game Association offers a comprehensive benefit package. Start date is September 1 2019, and is negotiable based on circumstances. Applications will be received by email only. Please email your expression of interest and resume to [office@afga.org](mailto:office@afga.org) with the title "Executive Director Job Application". Applications will be received in PDF format only.

We thank all applicants for their interest. Only those to be interviewed will be contacted.

**Closing date for acceptance of applications is July 12, 2019 at 4:30 p.m.**